

Warren County Board of Supervisors

Committee: County Facilities (*Airport-Buildings & Grounds*)

Date: December 4, 2012

Committee Members Present:

Supervisors Girard
Thomas
Loeb
Westcott
Mason

Others Present:

Jeffery Tennyson, Superintendent of the
Department of Public Works
Frank Morehouse, Superintendent of Buildings
Ross Dubarry, Airport Manager
Paul Dusek, County Administrator
Martin Auffredou, County Attorney
Joan Sady, Clerk
Kevin Geraghty, Budget Officer
Supervisors Bentley
Frasier
McDevitt
Merlino
Monroe
Strainer
Taylor
Wood
Mike Swan, County Treasurer
John Mandwelle, Resident, Town of Queensbury
Don Lehman, *The Post Star*
Thom Randall, *Adirondack Journal*
Nicole Livingston, Second Deputy Clerk

Mr. Girard called the meeting of the County Facilities Committee to order at 11:19 a.m.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the Agenda review, Mr. Morehouse requested to amend Resolution No. 538 of 2012 which authorized the contract with New York State Unified Court System for the cleaning and maintenance of the courts. He advised that due to a \$10,000 overage paid last year, the cost of the contract for next year had been reduced by \$10,000, for a total amount not to exceed \$151,022.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the request to amend Resolution No. 538 of 2012 as outlined above, and the necessary resolution was authorized for the December 21, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Morehouse stated the next item on the Agenda was a request to authorize a contract with the lowest responsible bidder for the modernization of the main elevator in the Municipal Center Building. He noted the bid would be opened on December 13, 2012. In response to an inquiry, Mr. Morehouse explained that a Capital Reserve had been established for this project and there was approximately \$26,000 remaining in that fund; therefore, he said, the amount of the contract would not exceed \$26,000.

Motion was made by Mr. Thomas, seconded by Mr. Mason and carried unanimously to approve the request to authorize a contract with the lowest responsible bidder for the modernization of the main elevator as outlined above, and the necessary resolution was authorized for the December 21, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Morehouse apprised the next request was to purchase a power meter to measure the County's usage of power and he asked Paul Dusek, County Administrator, to expound on the matter. Mr. Dusek reminded the Committee of the original request to purchase a new generator for the Human Services Building; however, he said, the funds for such were not available in the 2013 budget. He also recalled concerns raised by the Commissioners of the Board of Elections about the Building being closed due to a power failure, which resulted in the formation of contingency plans. During that time, he continued, it was determined that the current generator being utilized at the Human Services Building was the same unit formerly used to power the entire Department of Social Services Building when it was located across the street. Mr. Dusek apprised there were questions as to how much power was needed in the building on a regular basis throughout the year and the thought had been that it may be possible to use the existing generator and switch over the power if the needs were not too great and develop a switch mechanism for the generator. He mentioned the problem was that a switch mechanism was expensive, nearly \$70,000, and therefore, it was important to determine ahead of time the power needs of the building. He added that the power meter could be utilized in other applications.

Mr. Westcott mentioned the three primary purposes for the generator were loss of employee time, safety and the Board of Elections scenario and he asked if the power meter would assist in evaluating these areas. Mr. Dusek replied it had been determined that there were critical times when the Board of Elections did require power and it would be possible to divert power to them with the existing generator. He noted that the current generator could also keep heating, ventilation and air conditioning all running at certain minimums and a few outlets in the Building would remain powered, as well. Mr. Morehouse stated that if there was an alarm situation in the Building, the elevator would direct itself to another floor away from the area of the alarm. He pointed out the issue had become how to move election machines without the elevator, which was possible although it would be very time consuming and labor intensive. Mr. Morehouse opined the elevator matter was the main reason for the amperage study.

Discussion ensued with regard to the power meter. Mr. Dusek recommended the \$2,500 be transferred from the Contingent Fund to the cover the cost of the meter.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to authorize the purchase of a power meter as outlined above, with the source of funding

to be a Contingent Fund transfer in the amount of \$2,500 and to refer the same to the Finance Committee.

Mr. Morehouse apprised the next item was a request to purchase locksets for lockdown rooms within the Municipal Center building. He informed six locksets were needed in order for the designated rooms to be locked by pressing a button. He added each set cost \$150 and a crash bar may need to be purchased as well at a cost of \$120, for a total amount of \$1,000. He noted that he did not have the necessary funds within his budget.

Motion was made by Mr. Thomas, seconded by Mr. Mason and carried unanimously to authorize the purchase of locksets and a crash bar as outlined above, with the source of funding to be a Contingent Fund transfer in the amount of \$1,000 and to refer the same to the Finance Committee.

Privilege of the floor was extended to Ross Dubarry, Airport Manager, who distributed copies of the Airport agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

Prior to commencing the Agenda review, Mr. Loeb requested to address the Committee. Mr. Loeb stated he had received a copy of the Master Plan for the Airport and had reviewed it carefully. He pointed out the lack of dates in the Plan which was developed in 2000; however, he said, it was a very thorough report. He distributed a copy of the Conclusion that was in the Plan to the Committee members, a copy of which is on file with the minutes. He discussed the safety aspects for Airports and FAA (Federal Aviation Administration) regulations with regard to acceptable runway lengths for specific aircrafts. Based on the aircraft that used Warren County's Airport, he continued, the runway should ideally be 7,500 feet. He recognized that the County's Airport was adequate although the runway was only 5,000 feet; therefore, he stated, expanding the runway to 6,000 feet would provide a safer environment. Mr. Loeb said in terms of community need, there was a direct connection to tourism and economic development. He requested that the Tourism and Economic Growth & Development Committees provide their opinions on the runway expansion project, noting his support of the project.

Mr. Taylor thanked Mr. Westcott for expressing his concerns regarding the Airport which had made the Supervisors take a closer look at the ongoing projects there. He also stated his support for the runway expansion and added that the Airport was an economic development tool. Mr. Taylor recalled an Impact Study that was completed in 2002 that reflected a \$4 million positive impact of the Airport on the County. He added it included a business plan, as well, that had suggestions for asset improvements at the Airport, and projected a \$10 million impact to the County if the suggestions were implemented. He recommended that the Impact Study be reviewed again and a special Committee be formed consisting of people that were interested in doing the right thing, whether that be reducing costs at the Airport or trying to improve the benefits of the Airport to the community. Mr. Merlino agreed with Mr. Taylor and expressed his support of the Airport projects.

Mr. Westcott said he appreciated the in depth discussions that had been held relative to the Airport. He agreed with Mr. Taylor's idea of a non-partial group to review the Impact Study and he thanked everyone for taking the time to look into these projects at the Airport more closely. Mr. Mason added he thought the establishment of an Ad Hoc Committee would be beneficial.

Mr. Girard pointed out that Rich Schermerhorn, the Airport's FBO (Fixed Base Operator) had expressed concerns if the runway was not extended. He noted that Mr. Schermerhorn had completed all of the projects that he said he would, such as the construction of four T-Hangars and the Fueling Station, and he advised that he felt the County should remain committed to enhancing the Airport. Discussion of the Airport ensued.

Mr. Dubarry commenced the Agenda review, and expounded Items 1 through 3 all related to an insurance recovery received for an aircraft accident. The first, he said, was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$1,052.40 to reflect receipt of reimbursement for Airport expenses incurred during the July 16, 2012 aircraft accident.

Motion was made by Mr. Thomas, seconded by Mr. Loeb and carried unanimously to approve the request to amend the budget as outlined above, and to refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry presented two requests for transfer of funds in the amount of \$626.61 and \$425.79 to allocate the reimbursement of insurance recovery from the aircraft accident.

Motion was made by Mr. Thomas, seconded by Mr. Loeb and carried unanimously to approve the request to amend the budget as outlined above, and to refer the same to the Finance Committee. Copies of the Transfer of Funds request forms are on file with the minutes.

The next item on the Agenda, Mr. Dubarry said, was a request to authorize the Chairman of the Board of Supervisors to sign offer letters for the Runway 30 Avigation Easement/Land Acquisition project. He added the Board of Supervisors had previously approved the grant application for the project; however, he noted, the land/owner offer letters needed to be approved and signed prior to submitting the application.

Motion was made by Mr. Thomas, seconded by Mr. Mason and carried by majority vote, with Mr. Westcott abstaining, to approve the request as outlined above, and the necessary resolution was authorized for the December 21, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry presented a request to make a determination of reasonableness per the lease agreement for a modification to the rates and charges schedule of the FBO Operator, Rich Air. He explained that Rich Air had modified their rates and charges schedule at the Airport and had started charging a ramp fee for small transient aircraft. He reported the new fees were \$15 for light single engine aircraft and \$20 for light twin engine aircraft. He mentioned that both could receive discounts and pay just \$5 if they purchased fuel or ate at the café.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the December 21, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry apprised the next three items related to Capital Project No. H306.9550 280 Land/Avigation Easement-Forest Ent. He presented a request to close out certain Airport capital projects and to return the funds to the General Fund to be re-appropriated to provide the Local Share of Capital Project No. H306.9550 280. He stated that the balances shown in the Agenda were the estimated projected balances at the time of closure and the actual balances would be determined by the Treasurer's Office.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to approve the request to close certain Airport capital projects as outlined above, and to refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry requested a transfer of funds from the General Fund in the amount of \$11,570.52 to move monies from the closing of the Airport capital projects to the Capital Project for Land/Avigation Easement as discussed above.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to approve the request as outlined above, and to refer the same to the Finance Committee. A copy of the Transfer of Funds request is on file with the minutes.

Mr. Dubarry requested to increase Capital Project No. H306.9550 280 Land/Avigation Easement-Forest Ent., in the amount of \$11,570.52 for the anticipation of the Local Share for the next Phase of the project.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to approve the request to increase the capital project as outlined above, and to refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Under the Items of Interest portion of the Agenda, Mr. Dubarry announced the T-Hangar Paving Project was nearly complete, with only a few small items remaining to be finished. He expressed his pleasure with the work that was done.

Mr. Dubarry asserted the next item of interest was the Sunkiss Balloon Festival dates for 2013. He advised he had received response from Rich Air that they had no objections to closing the Airport during the launch times for the Festival in 2013 due to the low impact it had this year. He noted he was agreeable to the dates selected, which were July 5-7, 2013; however, he said, he did have concerns for future years because the Festival would eventually fall on the Fourth of July.

Mr. Mason requested information outlining the differences between Warren County Airport and Saratoga County Airport. Mr. McDevitt agreed that information was important and would be helpful.

Privilege of the floor was extended to John Mandwelle, resident of the Town of Queensbury, who commented that his interest was focusing on the incremental value of the Airport expansion project. He noted that he would like to see what the return on the additional investment would be, as well as the risk the County would be taking in investing more capital at the Airport and the long term sustainability required by the FAA.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Mason and seconded by Mr. Loeb, Mr. Girard adjourned the meeting 12:19 p.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk